**MEMBERS PRESENT**

**DEANS:** M. Conners, D. Edwards

**ASST.DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:**
N. Berger, D. Groninger, J. Herron, L. S. Larkin, L. Lederer, K. Pearle, C. Quigley

**FACULTY:** V. Blanco, F. Burke, G. Bedoya, C. Christensen, E. Dikun, A. Dzurisin, R. Foley, N. Granuzzo, J. Misuraca, U. Narayanan, N. Picioccio, E. Reid, A. Rivera, E. Schatz

**STUDENTS:** A. Anwar, K. Christensen, D. Cyckowski, Q. Dang, J. Fernandez, D. Garoniak, L. Jackson, D. Kendle, L. Jackson, R. Logan, A. Noto, M. Paracha, M. Paul, R. Rivera, E. Villapiano,

**SUPPORT STAFF:** K. Nagy, S. Wajda

**TASK FORCE CHAIRS:**
**Academic Standards:** G. Allen
**Accessibility for Persons with Disabilities:** T. Canavera*
**Bylaws:** D. Gardner
**Campus Diversity:** L. Nagarajan-Iyer
**Campus Life and Community Concerns**: T. Halasinski
**Curriculum:** N. Picioccio
**Educational Resources:** M. Maciolek

**GUESTS:** P. Farrett, P. Ghosh, D. Lynch, M. Maciolek, T. Orosz

**PARLIAMENTARIAN:** J. Kruszewski

**MEMBERS ABSENT**

**DEANS:** M. Brinson*, M. Laskowski-Sachnoff

**ASST.DEANS/DEPARTMENT CHAIRS/DIRECTORS/ADMINISTRATORS:** N. Heller*, M. Reid

**FACULTY:** N. Archer*, H. Holbeck*, E. Shur*, S. Zale*

**STUDENTS:** A. Alarcon*, B. Barrera*, I. Leo*, D. Molina*

**SUPPORT STAFF:** A. Giles*, B. Roa*
*Excused

Meeting of the College Assembly – May 1, 2014

With a quorum present, Jeremy Nickerson called the May regular meeting of the College Assembly to order on Thursday, May 1, 2014 at 2:10 p.m. in the Rose M. Channing Danzis Amphitheater, L'Hommedieu Hall.

Dr. La Perla-Morales thanked the College Assembly for its work conducted this academic year, and recognized the outgoing Assembly members for their service.

The following received Certificates of Recognition:

| | |
|---|---|
| Angela Alarcon | Anthony Noto |
| Ahmed Anwar | Mohammad Paracha |
| Nicholas Archer | Mirly Paul |
| Bryan Barrera | Kathleen Pearle |
| Kirsten Christensen | Nicholas Picioccio |
| Que Dang | Charlotte Quigley |
| Jean Fernandez | Ethel Reid |
| Danielle Garoniak | Monica Reid |
| Alaina Giles | Rob Rivera |
| Nadine Heller | Bernadette Roa |
| Hope Holbeck | Emmi Schatz |
| Lory Jackson | Ellen Shur |
| Dina Kendle | Elijah Villapiano |
| Stephen Larkin | |
| Irena Leo | |
| Richard Logan | |
| Diana Molina | |

**APPROVAL OF MINUTES**
Motion to approve minutes:
Mov:  S. Larlin        Sec:  V. Blanco
Minutes are accepted as presented.

**UNFINISHED BUSINESS**
None

**REPORTS OF THE STANDING TASK FORCES**
**A.      Academic Standards – Dr. George Allen, Chair**
None

**B.      Accessibility for Persons with Disabilities -**
        **Ms. Tara Canavera, Chair**
None
**C.      Bylaws – Professor Donna-Marie Gardner, Chair**
Meeting of the College Assembly –  May 1, 2014

Professor Nickerson announced that the recommendation that was about to be presented and voted upon had subsequently been reported to the Assembly at the previous meeting, as outlined in the College Assembly Bylaws.
Charge:
Review the Bylaws and make recommendations for changes according to the July 2013 organizational structure.  Be sure to also include changes that will need to be considered for the appendices.

Recommendation:
We present the following Bylaws changes for your review.

The recommendations are contained on the pages attached.

Motion to accept recommendation:
Mov:   N. Picioccio          Sec:  F. Burke

Vote on recommendation:
App: Unanimous       Opp: 0      Abs:  0
Motion passes.

**D.      Campus Diversity - Professor Lakshmi Nagarajan-Iyer, Chair**
No Report.

**E.      Campus Life and Community Concerns – Dr. Thomas Halasinski, Chair**
Charge:
Report on the implementation status of recommendations submitted by the Campus Life Task Force and the Community Concerns Task Force in 2011 – 2012, approved by the College Assembly, and forwarded to the College President for Signature.

Report:
The Campus Life Task Force and the Community Concerns Task Force did not meet during the 2011 – 2012 academic year as the Bylaws Task Force was in the process of reviewing the membership of the committee.

What follows is a report on the implementation status of recommendations submitted by the Campus Life Task Force and the Community Concerns Task Force in 2010 – 2011 academic year, approved by the College Assembly, and forwarded to the College President for Signature.

Meeting of the College Assembly –  May 1, 2014

**Community Concerns Task Force**

Previous Charge:
*"Based on the task force's review and discussions concerning the status of recommendations submitted during the 2009 – 2010 academic year, re-examine the need for the continuance of this task force in its current form. Make appropriate recommendations."*

Previous Recommendation:
*"We recommend recombining the Task Force on Community Concerns with the Task Force on Campus Life."*
*Vote on recommendation:*
*App: Unanimous Opp: 0 Abs: 0*
*Motion passes. April 7, 2011*

President's Response:
The recommendation was approved by Dr. Joann La Perla-Morales and was referred to the Bylaws Task Force for implementation.

The members attending the last meeting of the semester of the combined Campus Life and Community Concerns Task Force on April 10, 2014 agreed that the combining of the two tasks forces seems to be working.

Previous Charge:
*"Explore outreach with community organizations to see if initiatives of mutual benefit can be developed. Make appropriate recommendations."*

Previous Recommendation:
*"The policy of the College is to be an integral member of our community. We recommend that all departments and offices within the College seek opportunities to strengthen our relationships with the communities in the surrounding areas."*
*Vote on recommendation:*
*App: Unanimous Opp: 0 Abs: 2*
*Motion passes. March 3, 2011*

President's Response:
This recommendation was not signed as it was felt that this is currently taking place and is an inherent function of all departments and offices on campus.

Meeting of the College Assembly – May 1, 2014

**Campus Life Task Force**

Previous Charge:
*"Review the college plan for evacuation of students, staff, and visitors in the event of an emergency.  Working with the Accessibility for Persons with Disabilities Task Force, include considerations for individuals with disabilities.  Make appropriate recommendations."*

Previous Recommendation:
*"It is recommended that the College offer mandatory training for all faculty and staff with regard to expected procedure during campus emergencies, including evacuations. Faculty and staff should be informed of their responsibilities with respect to students with disabilities during an emergency and training should be given in the use of emergency equipment such as the evacu-chair, defibrillator devices, and fire extinguishers.  Greater publicity should be given to the availability of emergency guidelines that are currently available on the College Infonet at* [http://www.middlesexcc.edu/police/control.cfm/ID/1033](http://www.middlesexcc.edu/police/control.cfm/ID/1033). *It is also recommended that the attendance of faculty and staff who complete such training be verified."*
*Vote on recommendation:*
*App: Unanimous Opp: 0 Abs: 0*
*Motion passes.  December 2, 2010.*

President's Response:
The recommendation wasn't signed as it was felt that the items in the recommendation are currently being addressed.  Chief Smilek reported that separate training videos in the use of evacu-chairs, defibrillators, and fire extinguishers will soon be available on the college website.  Additionally, individual and department/group training by the campus police is ongoing and available by request throughout the year, with emergency guidelines accessible through the Emergency Resources link on the Infonet.

Previous Charge:
*"Investigate the feasibility of installing gates at all staff parking lots, issuing key cards to faculty, staff, and adjuncts to provide access to the lots, and reinstituting student parking decals.  Make appropriate recommendations."*

Previous Recommendation:
*"Installing and maintaining gates at staff parking lots would be prohibitively costly and may create new, unforeseen problems such as delays in traffic.  The Campus Life Task Force therefore recommends that none be built.  Middlesex County College is currently re-introducing student car decals that will be distributed at student orientation.  While their primary purpose is to raise the visibility of the college as students drive about off-campus, the decals may become a useful component in an improved parking plan for* Meeting of the College Assembly –  May 1, 2014

*students.  The Campus Life Task Force recommends that administration consider the decals as a part of a future student parking policy rather than just a promotional tool."*
*Vote on recommendation:*
*App: Unanimous Opp: 0 Abs: 0*

*Motion passes.  May 5, 2011.*

President's Response:
The recommendation was approved by Dr. Joann La Perla-Morales on July 20, 2011 and was referred to the Executive Director of Facilities Management (Mr. Donald Drost) for implementation.  He advised that parking decals will now be provided to all MCC students including full-time, part-time, and continuing education students.  Vehicles without decals in student lots, however, will not be subjected to parking tickets for no decal.

Spring semester 2014, Donald Drost stated that all students are currently issued MCC stickers for their cars by First Year Experience as part of their orientation package, though the sticker is not identified as a "parking permit".  He noted that anyone (student, visitor, guest, staff, etc.) is permitted to park in a white lined space with or without a decal.  The only spaces on campus that require a parking permit are staff (green lined spaces) and disabled (blue lined spaces).  He also noted that any vehicle parked in a staff lot without a staff decal is issued a MCCPD ticket with a $25 fine.  This applies to vehicles with or without a student decal.  Student parking permits were eliminated about 10 years ago as they were no longer necessary.  They initially were used to connect a student to a vehicle.  That became no longer necessary when the college police installed computers in their cars with access to the MV data base.  It was also problematic because vehicles without a decal (guest, visitors, and prospective students) would get tickets for not having a permit if they did not stop to get a temporary one from MCCPD.  We should not treat a guest in that manner.  Lastly, Donald Drost noted that there was a full-time traffic clerk position to keep track of all the student decals but that position was eliminated along with the decals and the person transferred to another department.

Charge:
    Examine the use of mobile devices and applications at MCC, and report on what's used, what's new, and what should be used from the student viewpoint.

Recommendation:
    The design of the main MCC mobile website has not reached its potential usefulness.  We recommend to modify the design of our main mobile website to include icons in the display in place of the currently used text links.  In addition, we recommend that our main MCC mobile website list events and announcements in more user friendly format geared towards the smaller screens of mobile devices.

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Rationale:
    ***Mobile Devices and Applications at MCC:  What's Used***
    Two of the most used applications (apps) for our campus are our main MCC mobile website and the CampusCruiser / Webadvisor mobile website.  Other common "apps" used on mobile devices for our campus include MCC's library mobile

website, facebook, twitter, and several educational apps, such as McGraw-Hill's "Connect" and "ALEKS".

***Mobile Devices and Applications at MCC: What's New***
For the foreseeable future, the company "Markations" is responsible for the development of MCC's website and mobile website. CampusCruiser installs a new release every June 30th. We are currently using CC version 13 and will be moving to CC version 14 on June 21, 2014. We are currently in the second year of a three year contract with CC. It is anticipated we will complete the three year contract. One benefit to using CampusCruiser is that it is very compatible with the Colleague software used by our campus. In addition, changing to a new software system would involve retraining many staff members.

***Mobile Devices and Applications at MCC: What Should be Used***
At present, students enrolled in online courses more commonly use traditional computers instead of mobile devices to complete course assignments and therefore it is not recommended to make any changes to the main MCC mobile website with regards to specific classes on our campus.

CampusCruiser software as purchased offers only limited design modifications. Nevertheless, students do find the CampusCruiser mobile website useful to check course schedules and course grades.

Essentially all information that can be obtained from the MCC website on a traditional computer can also be obtained on the MCC mobile website. However, our main MCC mobile website is currently underused by students and has not yet reached its potential value. The main reason stems from the design of the initial display.

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Displayed below is a picture of our Main MCC mobile website on the left and for comparison purposes a picture of the mobile website for Rutgers University, New Brunswick on the right.
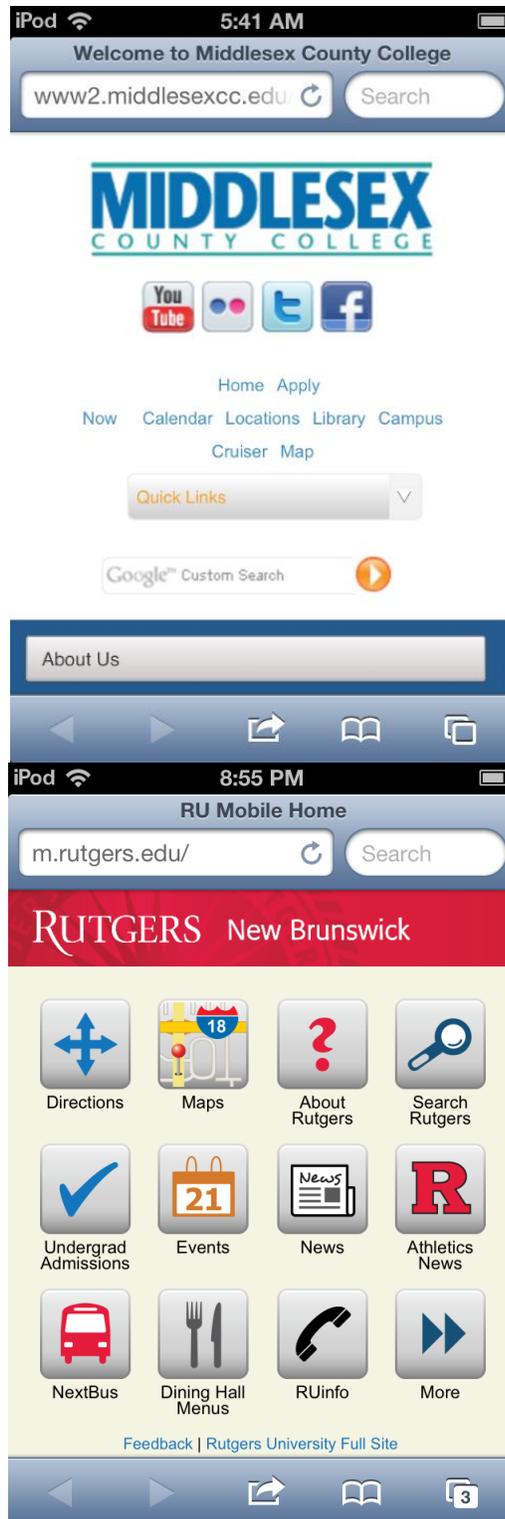
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Most of the links within MCC's display are "text" based instead of more clearly displayed "icon" based links as found in the example mobile website on the right. These small text based links can be difficult to activate as the display cannot be

enlarged.  In addition, we recommend a display that does not require the user to scroll down the display to obtain information.  Instead, more of the initial display should be utilized for larger "icon" based links.  These links should include those for events, news, campuscruiser, the library, maps, and links for our campus social networks.

Lastly, the "calendar" link on our main MCC mobile website leads to a display that is more suitable for a wide-screen display of a traditional computer.  When the list of events is presented we recommend to not include all the other links found on the main website display so that the event information can be more clearly displayed.

Motion to accept recommendation:
Mov:  C. Quigley     Sec:  K. Pearle

Vote on recommendations:
App: Unanimous     Opp:  0   Abs: 0
Motion passes.

## F.     Curriculum - Professor Nicholas Picioccio, Chair

## ASL 221: Intermediate American Sign Language I
    New Course
 ASL 223: Deaf Culture and History
     New Course
Motion to accept recommendations:
Mov:  F. Burke       Sec:  V. Blanco

Vote on recommendations:
App: Unanimous     Opp:   0   Abs:  0
Motion passes.

 CSC 112: Introduction to Business Information Systems
     New Course
 CSC 118: Introduction to Web Technologies
     New Course

Motion to accept recommendations:
Mov:  E. Schatz      Sec:  J. Fernandez

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Vote on recommendations:
App: Unanimous     Opp:   0   Abs:  0
Motion passes.

Business Information Systems Transfer Degree A.S.
    New Curriculum

Motion to accept recommendations:
Mov:  F. Burke        Sec:  R. Foley

Vote on recommendation:
App: Unanimous     Opp:   0    Abs:  0
Motion passes.

 ENG 085: Accelerated Learning Program for ENG 009
    New Course
 RDG 085: Accelerated Learning Program for RDG 009
    New Course

Motion to accept recommendations:
Mov:  V. Blanco        Sec:  E. Dikun

Vote on recommendations:
App: Unanimous     Opp:   0    Abs:  0
Motion passes.

 FSC 213: Fire Science Hydraulics
    New Course
Motion to accept recommendation:
Mov:   J. Fernandez        Sec:  E. Villapiano

Vote on recommendation:
App: Unanimous     Opp:   0    Abs:  0
Motion passes.

 GLS 121: Introduction to Global Studies
    New Course
 GLS 123: Global Terrorism
    New Course
 GLS 131: World Geography
    New Course
Motion to accept recommendations:
Mov:  F. Burke        Sec:  S. Larkin
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Vote on recommendations:
App: Unanimous     Opp:   0    Abs:  0

 HIS 131: World History I
    New Course

HIS 132: World History II
New Course
Motion to accept recommendations:
Mov:  D. Groninger          Sec:  E. Reid

Vote on recommendations:
App: Unanimous     Opp:   0    Abs:  0
Motion passes.

HCD 104: Hospitality Technologies
New Course
HCD 126: Global Cuisines
New Course
HCD 200: Culinary Nutrition
New Course
HCD 203: Hospitality Facilities Management & Design
New Course
Motion to accept recommendations:
Mov:  J. Fernandez          Sec:  K. Pearle

Vote on recommendations:
App: Unanimous     Opp:   0    Abs:  0
Motion passes.

Culinary Arts Degree
Curriculum
Motion to accept recommendation:
Mov:  A. Dzurisin     Sec:  F. Burke

Vote on recommendation:
App: Unanimous     Opp:  0    Abs:  0
Motion passes.

Hospitality Management Degree
Curriculum

Motion to accept recommendation:
Mov:  E. Schatz      Sec:  E. Reid
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Vote on recommendation:
App: Unanimous     Opp:  0    Abs:  0
Motion passes.

MAT 065: Accelerated Basic Mathematics
New Course

MAT 085: Accelerated Algebra I
New Course
MAT 095: Alegebra II Bridge
New Course

Motion to accept recommendations:
Mov:  J. Fernandez     Sec:  F. Burke

Vote on recommendations:
App: Unanimous     Opp:   0    Abs:  0
Motion passes.

PSY 218: Research Methods
New Course

Motion to accept recommendation:
Mov:  J. Fernandez          Sec:  C. Quigley

Vote on recommendation:
App: Unanimous     Opp: 0    Abs:  0
Motion passes.

Liberal Arts Psychology Degree A.A.
Revised Curriculum

Motion to accept recommendation:
Mov:  G. Bedoya     Sec:  F. Burke

Vote on recommendation:
App: Unanimous     Opp:   0    Abs:  0
Motion passes.

**G.     Educational Resources - Professor Mary-Pat Maciolek, Chair**
No Report

**NEW BUSINESS**
None
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**REPORT OF THE CHAIR**
1.     The following curriculum items that came before the College Assembly were approved and signed by Dr. La Perla-Morales and forwarded to the Office of the Vice President for Academic and Student Affairs for implementation:

GAM 218:  3d Modeling and Animation Foundations
New Course

GAM 219:  Game Design Foundations
New Course

GAM 222:  Animation Workshop
New Course

GAM 223:  Game Design Workshop
New Course

GAM 280:  Portfolio
New Course

Gaming/Animation Option A.S. Degree
New Curriculum

IDC 102:  Computer Technology Essentials
New Course

IDC 103:  Teaching with Technology
New Course

IDC 123:  Introduction to Special Education and Disabilities in American Society
New Course

Education Transfer A.S. Degree
New Curriculum

MAT 060:  Basic Mathematics Bridge
New Course

MAT 070:  Algebra I Bridge
New Course

Respiratory Care A.S. Degree (Joint Program with Rutgers University-School of Health Related Professions Respiratory Therapy Department)
Change in Curriculum

2.    The following Fast Track Curriculum was approved and forwarded to the Office of the Vice President for Academic and Student Affairs for implementation:

CSC 106: Intermediate PC Applications with Programming
Change in prerequisites

CSC 200: Networking Technologies
Change in course title and course prerequisites

CSC 225: Systems Analysis
Change in course title and course prerequisites

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CSC 239: Database Concepts
Change in prerequisites

Event Planning Management Certificate
Change in catalog course numbers to the new HCD designations

MCT 101: Introduction to Engineering Technology
Change in course description

MAT 131A: Analytical Geometry and Calculus I (Part A)
Change in course description

MAT 285: Basic Statistics for Business
Change in course description
Nursing A.S.
Change in curriculum

3. The recommendation from the Academic Standards Task Force regarding the Nursing Program's grading criteria was signed by Dr. La Perla-Morales and forwarded to the Nursing Department Chair and the Vice President for Academic and Student Affairs for implementation.

4. The recommendation from the Accessibility for Persons with Disabilities Task Force regarding campus cruiser announcement is being reviewed by Dr. La Perla-Morales.

5. Professor Nickerson thanked the students, faculty, administrators and support staff who willingly served on the College Assembly and Task Forces. He thanked Mr. Kruszewski for being the parliamentarian and webmaster for the Assembly and Lisa Sgro, department assistant to the Assembly for their service. He also thanked the Office of the Vice President for Academic and Student Affairs for the refreshments that were provided for the meeting.

6. The first meeting of the College Assembly for the 2014-2015 academic year will be Thursday, October 2nd at 2:00 p.m.

**RECOGNITION AND HEARING FROM THE PUBLIC**
None
**ADJOURNMENT**
Motion to Adjourn:
Mov:  F. Burke        Sec:  S. Larkin

There being no further business, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,
Jeremy Nickerson
Chair, College Assembly